



The U.S. Department of Justice, Office of Justice Programs, [Community Capacity Development Office](#) (CCDO) is pleased to announce that it is seeking applications for funding Operation Weed and Seed. This program furthers the Department's mission by promoting an innovative comprehensive, multi-agency approach to combating violent crime, drug use, and gang activity in high-crime neighborhoods.

FY 2006 Weed and Seed Program Guide and Application Kit: Continuation Sites

Eligibility

Applicants are limited to Officially Recognized Weed and Seed Sites.
(See "Eligibility," pages 2-3)

Deadline

All applications are due by 8:00 p.m. eastern time on Thursday, April 27, 2006.
(See "Deadline for Applications," page 2)

Contact Information

For assistance with the requirements of this solicitation, contact CCDO at 202-616-1152.

This application must be submitted through the Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901.

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FY 2006 Weed and Seed Program Guide and Application Kit: Continuation Sites CDFA #16.595

Overview

The mission of the U.S. Department of Justice, Office of Justice Programs, Community Capacity Development Office (CCDO) is to work with local communities to design strategies for deterring crime, promoting economic growth, and enhancing quality of life. Operation Weed and Seed is a community-based initiative that encompasses an innovative and comprehensive multi-agency approach to law enforcement, crime prevention, and community revitalization. The legislation which establishes the program and the overseeing administrative office, the Office of Weed and Seed Strategies in conjunction with the Community Capacity Development Office, is Sec. 1121 of the Violence Against Women and Department of Justice Reauthorization Act of 2005, which amends Part A of title I of the Omnibus Crime Control and Safe Streets Act of 1968. You may access the legislation (HR 3402) at: <http://thomas.loc.gov/>.

Operation Weed and Seed is foremost a strategy—rather than a grant program—that aims to prevent, control, and reduce violent crime, drug abuse, and gang activity in designated high-crime neighborhoods across the country. Weed and Seed sites range in size from several neighborhood blocks to a few square miles. The strategy involves a two-pronged approach: law enforcement agencies and prosecutors cooperate in “weeding out” violent crime and drug abuse; and “seeding” brings human services to the area, encompassing prevention, intervention, treatment, and neighborhood revitalization. A community-oriented policing component bridges the weeding and seeding strategies. Officers obtain helpful information from area residents for weeding efforts while they aid residents in obtaining information about community revitalization and seeding resources.

Deadline: Registration

The GMS registration deadline is 5:00 p.m. eastern time on Thursday, April 27, 2006.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. eastern time on Thursday, April 27, 2006.

Eligibility

Only Officially Recognized Weed and Seed Sites in good standing are eligible to apply for funding. Such sites have a CCDO-approved Weed and Seed strategy and consist of a coalition of community residents, local, county, and State agencies, Federal agencies, the private sector, Faith-Based and other Community-Based organizations. Weed and Seed sites should review the “List of Sites Approved to Apply for FY 2006 Continuation Funding” on the following pages to determine if they are eligible to submit an application.

Faith-Based And Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

List of Sites Approved to Apply for FY 2006 Continuation Funding

STATE	CITY/COUNTY	SITE NAME	SITE ID
ALABAMA	Birmingham	Northside Community	22
ARIZONA	Tucson	Kino Coalition	365
	Tucson	Westside Coalition	485
CALIFORNIA	Los Angeles	Southeast	59
	Oakland	West Oakland	369
	Vista	Townsite Neighborhood	35
FLORIDA	Fort Myers	Fort Myers	75
	Fort Pierce	Fort Pierce	372
	Immokalee	Immokalee	375
	North Miami Beach	Washington Park/Allen Park	434
	Palatka	Northside	514
	Seminole County	Midway/Georgetown	377
ILLINOIS	Kane County	East Aurora	381
INDIANA	Indianapolis	Westside	423
IOWA	Des Moines	Des Moines	57
KANSAS	Wichita	Wichita	245
LOUISIANA	Terrebonne Parish	Mechanicville	317
MAINE	Lincoln County	Lincoln	384
MICHIGAN	Flint	Eastside	385
	Inkster	Inkster	100
	Muskegon	Muskegon/Muskegon Heights	137

MINNESOTA	State of Minnesota	State administrative entity for Minnesota sites. The combined allocation that may be applied for is \$575,000. 1. Greater Cass Lake 2. Minneapolis-Central Expan. 3. Minneapolis-Phillips Expan.	386 471 472
MISSOURI	St. Joseph	St. Joseph	436
MONTANA	Great Falls	Great Falls	425
NEVADA	Reno	Northeast Expansion	305
NEW HAMPSHIRE	Manchester	Downtown/Millyard	268
NEW JERSEY	Newark	Clinton Hill	393
NEW MEXICO	Albuquerque	Eastside	439
	Albuquerque	Westside/South Valley	438
NEW YORK	Binghamton	Binghamton	398
	Bronx	Bruckner/Soundview/Castle Hill	465
	Bronx	Mott Haven	27
	Newburg	Lander Street	441
	Niagara Falls	Niagara Falls	442
	Utica	Utica	419
	Yonkers	Mulford Gardens	444
	Wyandanch	Straight Path Corridor	529
NORTH CAROLINA	Fuquay-Varina	Fuquay-Varina	388
	Gastonia	Gastonia	389
OHIO	Dayton	Northwest	402
	Lima	Communitywide	366
	Cincinnati	Madisonville	401
PENNSYLVANIA	Pittsburgh	East Liberty	494
PUERTO RICO	Caguas	Barriada Morales	396
SOUTH CAROLINA	Spartanburg	Arkwright Community	408
SOUTH DAKOTA	Brown County	Brown County	302
	Martin	LaCreek	301
TEXAS	Grand Prairie	Dalworth	427
	Houston	Gulfton	94
	San Antonio	New West San Antonio	415
WASHINGTON	Spokane	Edgcliff Community	418
	Tacoma	Tacoma	217
WISCONSIN	Madison	Madison	121
	Racine	South	455

Program-Specific Information

Official Recognition (OR): Official Recognition designation is the first step in the Federal Weed and Seed process. During the OR application cycle, CCDO will accept applications for **new site designation only**. Applications will not be accepted for the expansion of existing or expired sites. If you are a community with an expired or current Officially Recognized Weed and Seed site, you may only submit an application for a new geographic area in your

jurisdiction. This new area may share only one border (i.e., street or avenue) with the designated area of an existing or expired site.

A community that is interested in becoming a Weed and Seed site must notify the U.S. Attorney's Office in its district of the intent to develop a Weed and Seed Strategy, in the form of a strategic plan for crime reduction and neighborhood revitalization, and then obtain a *Weed and Seed Implementation Manual* and the current Official Recognition Guidelines and Application. These documents can be downloaded from the OJP web site at www.ojp.usdoj.gov/ccdo/pub/welcome.html. The U.S. Attorney, or his/her designee, can assist the prospective site with organizing a Steering Committee and planning and developing a strategic plan. The prospective site applies for Official Recognition of its Weed and Seed strategy by submitting its strategic plan – through the local U.S. Attorney's Office – to CCDO for review and approval. The strategy must be locally driven and developed in accordance with CCDO guidelines. Benefits of Official Recognition include preference in receiving discretionary resources from participating Federal agencies; priority for participating in federally sponsored training and technical assistance; use of the official Weed and Seed logo; and eligibility to compete for Department of Justice Weed and Seed funds.

The Role of the U.S. Attorney: The U.S. Attorney plays a central role in organizing the Steering Committee and bringing together communities with other Weed and Seed participants. The U.S. Attorney's Office provides leadership in joint law enforcement operation planning and implementation, and ongoing involvement in the Steering Committee and other activities. The U.S. Attorney's role includes, but is not limited to, the following: 1) convening/co-chairing the Steering Committee and overseeing the law enforcement strategy; 2) serving in a voting capacity on the Steering Committee; 3) deciding whether to execute a letter of recommendation in furtherance of an application for Official Recognition of a site; 4) approving requests to use the U.S. Attorneys' Fund for Weed and Seed activities; and 5) approving a site coordinator candidate before he/she is hired.

Maintaining Best Programs and Providing Training: Weed and Seed Continuation Sites are offered funding to maintain their best programs so that they can improve coordination in planning and implementing their own Weed and Seed strategy and serve as examples for other sites, including those developing their strategies. However, sites are expected to develop a sustainability strategy which involves the use of other existing local, state, and/or Federal resources to maintain these best programs after the life of the grant.

Sites are encouraged to provide training for other sites in a mutually acceptable manner—through regional networking; by hosting visits by members of new and developing sites seeking training; providing personnel who provide training at regional and/or national Weed and Seed training conferences; or by hosting training conferences to which other sites will be invited. Each site also will be expected to provide training in the Weed and Seed strategy to other neighborhoods in its local area, upon request, to help those other neighborhoods to replicate the Weed and Seed strategy.

Achieving Efficiency and Sustainment through Coordination with Other Resources: Coordination of resources is an essential part of using funds efficiently and in a manner that will sustain the project for the long term, after initial, start-up funding from CCDO expires. Weed and Seed sites are encouraged to coordinate with other Department of Justice programs that may be underway in your locality, especially Project Safe Neighborhoods (www.psn.gov/) and the Prisoner Reentry Initiative (www.ojp.usdoj.gov/reentry) from the outset, and include that coordination in their Weed and Seed strategic plan. The strategic plan should also encompass

related community development efforts, and Federal funding sources (e.g., Department of Justice funds, Department of Housing and Urban Development funds, Department of Health and Human Services funds, Department of Education funds); as well as state, local, and private resources. In addition, U.S. Attorneys' offices can assist communities through "Weed and Seed" real property transfers. Coordination among Federal agencies can be facilitated through the Federal Executive Boards (web site: www.feb.gov/). Further information on Federal agencies and their programs that may be of interest to Weed and Seed sites can be accessed at www.whitehouse.gov/government/fbci/grants-catalog-index.html and in *The Guide to Federal Resources for Weed and Seed Communities*, available on the OJP web site at www.ojp.usdoj.gov/ccdo/pub/welcome.html. Further, sites are encouraged to explore other Federal resources supportive of their strategic plans through www.grants.gov. Through this web site, organizations can electronically find and apply for competitive grant opportunities from all Federal grant-making agencies, and they also may register to receive email notifications of new grant postings.

Program Policies

- **New Policy on DEA Involvement.** All Weed and Seed strategies must include the active involvement of the Drug Enforcement Administration's (DEA) special agent in charge for the jurisdiction encompassing the designated community, as well as other Federal law enforcement agencies operating in the vicinity. The DEA special agent in charge will serve on the Steering Committee in a voting capacity.
- **Expanded U.S. Attorney Role.** The U.S. Attorney will serve as a voting member of the Weed and Seed Steering Committee.
- **Additional Requirement Specific to Measuring Sustainability.** In order for CCDO to assess Weed and Seed sites' leveraging and sustainability efforts during their five-year strategy implementation, Weed and Seed funding applicants are required to identify other funding sources at a level five times the CCDO core funding contribution. "Other funding" is defined as coordinated and leveraged public or private funds coming into the jurisdiction--not limited to the Weed and Seed fiscal agent--that are directed, in whole or in part, towards the Weed and Seed designated area(s). By the end of the five-year funding eligibility period, leveraged funding should equal or exceed \$875,000 (\$175,000 x 5). The other funding sources and amounts need to be clearly listed and discussed in the Sustainability section of the program narrative.
- U.S. Attorneys are requested to coordinate Project Safe Neighborhoods (PSN) and Weed and Seed efforts to the fullest extent possible. For example, the crime analysis done for PSN should inform the law enforcement strategy for Weed and Seed sites; and the coordination and community outreach structures for Weed and Seed should be used as a platform to advance PSN.
- CCDO requires that each site have an overall Weed and Seed Coordinator and strongly recommends that the coordinator be a full-time position, to be funded through reallocation of existing site resources and/or CCDO grant funds. For sustainability purposes, it will be necessary that prior to the conclusion of the grant period, this position be supported via resources other than the Weed and Seed grant.

- A background check is required for all Weed and Seed site coordinators. In addition, the U.S. Attorney must give approval of a candidate for the site coordinator position before he/she may be hired. A list of final candidates for the coordinator position must be delivered to the U.S. Attorney 15 days before the hiring decision is made.
- **Site Development Benchmarks.** A successful and sustainable Weed and Seed initiative achieves certain goals by the end of each year. From its experience with these initiatives and with input from the field, CCDO has documented these benchmarks to show sites the level at which they should be performing on an annual basis. The benchmarks are broken out by year, for a 5-year period. **Each site is expected to clearly delineate achievement of these benchmarks in the Semi-Annual Progress Reports.** CCDO will review a site's progress towards successfully attaining each benchmark for the applicable year. A copy of the Benchmarks document is included in the *Training and Supplemental Materials for 2006 Weed and Seed Continuation Funding Applicants* at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html.
- All sites are required to have Internet capability to be able to apply for grant funds through OJP, facilitate communication with CCDO, and support other site activities, and may use their grant funds for this purpose. Sites that do not have an Internet account established can contact the GMS Hotline at (888) 549-9901 for assistance in creating an account.
- Applicants are encouraged to invest Weed and Seed funds in the improvement of their crime analysis and resource mapping capacity.
- Sites that do not submit the following with their FY 2006 funding application will need to do so within 90 days of acceptance of the FY 2006 award by the grantee:
 - **Steering Committee Policies and Procedures (OJP has designated this term to replace the old term "bylaws.")** The site's Steering Committee is **required** to adopt policies and procedures for its operations.
 - **Mini-grants (Sub-grants) Procedures.** **Sites intending to award mini-grants (sub-grants) must ensure that those mini-grant awards will be made for criminal justice purposes. Mini-grants made for anything other than criminal justice purposes will be deemed unallowable expenses.** "Criminal justice" is defined as "activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency."

All sites are required to provide documentation of the procedures for award and management to be used in the mini-grant process. The procedures must include a clear description of the award process, the areas (not necessarily the recipients) included, and the specific activities that the awards will fund. Primary recipients must comply with the requirements of the OJP Financial Guide. Sub-recipients must comply with State laws

and procedures (if applicable), OMB Circulars, and Government-wide common rules specific to the organization type.

- **Safe Havens.** A Safe Haven is a multi-service center where a variety of youth and adult services are coordinated in a highly visible, accessible facility that is secure against crime and illegal drug activity. Since Safe Havens are a key element of the Weed and Seed strategy, all sites are encouraged to have at least one Safe Haven. Sites must locate the Safe Haven(s) within the designated Weed and Seed area, or request and justify an exception as part of the grant application; if an exception is approved, the site's CCDO program manager will provide the site with the related accounting requirements. For additional guidance on Safe Havens, see the *Weed and Seed Implementation Manual*, which can be downloaded from www.ojp.usdoj.gov/ccdo/pub/welcome.html.
- **Background Screening Requirement for Staff Working with Children (including Site Coordinators).** Screening of people working with children is an important element of managing a Safe Haven and other youth-focused activities and is required by a special condition of the Weed and Seed grant. Sites must develop written protocols to screen all staff that work with children, including the site coordinator.

Guidance on developing and implementing background screening protocols can be found in the Weed and Seed memorandum dated November 5, 2002. Additional guidance also can be found in the Weed and Seed memorandum dated December 30, 2003, "Guidelines for the evaluation of information obtained in state and national criminal background checks on employees and volunteers who work with or have responsibilities over children, the elderly, and individuals with disabilities at Weed and Seed Sites," located in the *Training and Supplemental Materials for 2006 Weed and Seed Continuation Funding Applicants* at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html. Also reference "Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support," published by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in April 1988, NCJ 167248, which can be requested from OJJDP's Clearinghouse by calling (800) 638-8736.

- **Special Emphasis Initiatives**

FY 2006 Weed and Seed Continuation Sites may apply for **up to \$25,000** to implement targeted programs encompassing **one** of the following areas. Descriptions of these areas can be found in the *Training and Supplemental Materials for 2006 Weed and Seed Continuation Funding Applicants* at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html.

- A) Gun Law Enforcement
- B) Justice Innovations
- C) Faith-Based/Community-Based Initiatives
- D) Anti-Gang Crime Initiatives
- E) Anti-Drug/Alcohol Abuse Strategies
- F) Methamphetamine Lab/Environmental Activities
- G) Victim Services
- H) Re-Entry Programs for Offenders
- I) Local Evaluation
- J) Prevention Specialty Programs (including Truancy Prevention, Conflict Resolution, Prevention Through the Arts, Mentoring, and Computer Learning Centers)
- K) Neighborhood Restoration

The applicant must include a separate narrative about the initiative selected in the Special Initiatives section of the program narrative. In addition, the application budget must clearly specify how the funds requested will be spent for the initiative. Sites should integrate Special Emphasis Initiatives into their overall site strategy and budget, and support them with existing local, state, and other Federal resources, using the Weed and Seed funding only as a “gap-filler” until full, continuing funding can be developed by the site.

- **Accessing Technical Assistance (TA) and Training.** Technical assistance and training are designed to equip Weed and Seed sites with the tools to enhance the work they are doing on their strategies and to strengthen their communities. Technical assistance and training for a site can be funded in one or more of the following ways:
 - **Weed and Seed grant funds.** Each Weed and Seed site can budget up to a maximum of \$7,500 in grant funds for travel to CCDO-sponsored conferences and training. Sites should seek prior approval from their program manager prior to any other use of these funds.
 - **Site-driven.** Sites can submit a written TA request asking CCDO to pay for site participant attendance at appropriate off-site training courses, as well as for on-site technical assistance or training. The request is reviewed by the applicable CCDO program manager and forwarded to the CCDO director for final review and approval.

Further information about Weed and Seed technical assistance and training can be accessed at www.ojp.usdoj.gov/ccdo/training/welcome.html. Sites also should take advantage of training supported by other Federal grants; e.g., the training provided by the Regional Community Policing Institutes supported by the DOJ COPS Office (visit the “Training” link at the COPS web site: www.cops.usdoj.gov/)

- **National Evaluation.** Sites must agree to cooperate with any local or national evaluation under the auspices of DOJ during the course of the grant period.
- **Local Evaluation.** Sites are expected to perform a local evaluation. All sites are encouraged to develop an arrangement with an academic or analytic partner to analyze their crime problems and evaluate the site’s strategy and programs. At a minimum, each site must have in place a plan to measure the success of its strategy and programs.

Technical assistance can be requested by sites under the site-driven technical assistance system to help plan for these local evaluations. In addition, sites may call upon their state’s Statistical Analysis Center (SAC) for assistance. The Justice Research and Statistics Association (202-842-9330) can help connect sites with their SAC.

Sites are encouraged to review *Evaluating a Weed and Seed Strategy* (NCJ 191723), a step-by-step approach to a comprehensive local Weed and Seed evaluation. The publication is available in PDF and text formats on the CCDO website at www.ojp.usdoj.gov/ccdo/pub/welcome.html. Guidance on local evaluation also can be obtained from the OJP Bureau of Justice Assistance’s Center for Program Evaluation: www.ojp.usdoj.gov/BJA/evaluation/.

Funding Policies

CCDO has discontinued the Continuation Groups A and B award cycles. All eligible Continuation sites will apply at the same time, and all grants will be awarded by the end of the Federal fiscal year (September 30th). Sites will be eligible to apply during the FY 2006 funding cycle **only** if all of the following criteria are met:

- The site received OR after May 31, 2001.
- The site previously did not receive an award during FY 2006.
- The site is in good financial standing with a low unobligated balance of funds.
- The site is in good programmatic standing.

Amount and Length of Awards: Unless otherwise noted, Continuation sites may apply for a total of **\$200,000**: \$175,000 in core funding plus \$25,000 for one Special Emphasis Initiative. However, if the entire \$25,000 is not budgeted for a Special Emphasis Initiative, then the site's total funding request must include the actual, reduced amount of Special Emphasis funding. At least 50 percent of the total grant award must be used for "weeding," including community policing. All Weed and Seed awards will last for 12 months.

Match Requirement: The Federal share of this grant-funded project may not exceed 75 percent of the total project costs. A minimum of 25 percent of the total project costs is a required match and must come from state, local, or private sources. For example, if the request for Federal support is \$200,000, the minimum local match requirement would be \$66,667, making the total project budget \$266,667.

The following formula may be used to calculate local match:

$$(\text{Federal Request} \div .75) \times .25 = \text{Local Match}$$
$$\$200,000 \div .75 = \$266,667$$
$$\$266,667 \times .25 = \$66,667$$

Matching funds are restricted to the same uses of funds as allowed for Federal funds. The match requirement can be satisfied with either cash or in-kind services. An in-kind match must be documented in the same manner as grant-funded activities. The cost of activities counted as match must be directly related to the project goals and objectives, and should be included as part of any evaluation or assessment. The budget and budget narrative must identify the source of the 25 percent non-Federal portion of the budget, and provide details about how the matching funds will be used. (See the sample budget in the *Training and Supplemental Materials for 2006 Weed and Seed Continuation Funding Applicants* at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html.) The [OJP Financial Guide](#) provides additional information on the types and sources of match funds.

Limitations on Weed and Seed Funding: A Weed and Seed community may not receive grants for a period of more than 5 separate fiscal years or in an aggregate amount of more than \$1,000,000.

Limit on Funding per Jurisdiction: CCDO has a limit on funding equal to 3 Federal Weed and Seed-funded sites per city or county within a given fiscal year. If a city includes counties, the limit applies to the city; if a city has a population of over 5 million, the limit is 4 Federal Weed and Seed-funded sites. Other sites within the jurisdiction may have Official Recognition status.

Travel-to-Training Funds: In keeping with OJP's effort to reduce the amount of Federal funds used for travel-to-training purposes, CCDO has set \$7,500 as the **maximum** amount of CCDO grant funds that sites can budget for travel purposes.

Weeding Funds: At least 50 percent of the "total award" (e.g., at least \$100,000 of \$200,000) must be used to support weeding activities, which may include community policing activities. The funds must support the officially recognized weed strategy. ***The applicant must not allocate the entire 50 percent to law enforcement overtime, but instead provide primarily innovative and creative programs and activities as weeding efforts.***

Sample Law Enforcement/Community Policing Budget Items: The following are examples of types of expenditures sites can consider when developing their law enforcement/community policing budgets. **NOTE: These are examples only. Sites are expected to budget appropriate items necessary for the implementation of their law enforcement/community policing strategies.**

- Dual & tri band radios or 800mhz radios that would allow departments to use one radio system.
- Communications equipment that would link channels and bands of all first-responders' radio frequencies.
- Audio and video for undercover work, which can include body wires, microphones, tape recorders, still/digital cameras, and video cameras.
- Vision enhancement binoculars - standard and long range night vision equipment.
- Global Positioning Systems (GPS) tracking equipment for vehicle surveillance.
- 911 Gunfire alert systems.
- Radar trailers.
- Bicycles and related equipment and uniforms.
- Vehicle rentals for short term undercover assignments/surveillance.
- Computers and software.
- Crime mapping equipment and software.
- Any supplies or other equipment directly related to the W/S site.
- Training for use of any of the equipment purchased.
- Law enforcement training that would enhance the efficiency and effectiveness of the officers assigned to the W/S initiative.
- Developing and printing a resource guide for Weed and Seed site residents that provides information on resources and agencies available to help with law enforcement and related Weed and Seed issues.
- Overtime for officers.
- Expenditures needed to deal with threats to the safety of Weed and Seed partners.

Limit on Overtime Payments: Weed and Seed program policy limits maximum reimbursement for overtime to law enforcement officers employed by state and local agencies at a rate equivalent to \$12,349 (25 percent of a GS-10, Step 1) **per officer**, per year. This limit on reimbursement does not affect the actual pay rate set by the parent agency for its state/local officers: the parent agency should still pay officers at its own rate, whether or not the Federal reimbursement covers the full amount.

Safe Haven Van Purchase/Lease: Generally, lease of a van is preferable to purchase. Case-by-case review will be given to requests for grant funds for purchase of a van for use in conjunction with a safe haven.

Unallowable Costs: Grant funds will not be approved for the following:

- Purchase of police patrol cars or community policing vans.
- Guns (including gun buy-backs) or ammunition.
- Canines and any canine-related expenses.
- Construction, renovations, demolitions, repairs of any kind, or any related materials.
- Playground equipment.
- Mini-grants (sub-grants) that are not for criminal justice.
- Incentives, stipends, or gifts.
- Monetary awards or scholarships.
- Staff bus passes.
- Staff parking or staff mileage/transportation between home and the workplace.
- Indirect costs, as all costs must be charged directly.
- Promotion/Marketing costs in excess of \$3,000 per year.
- Field trips not in direct support of a specific program or project.
- Salary for an Administrative Assistant, except for assisting a Site Coordinator who manages more than one site.

Revision of Grant Budgets: Any proposed revision to a grant award must be accompanied by relevant excerpts from the Steering Committee minutes and the Steering Committee Chairperson's signature before CCDO will approve the proposed revision.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Enable communities to reduce violent and drug crime.	<p>Reduction of homicides per site (funded by the Weed and Seed program).</p> <p>Number of homicides per site.</p> <p>Percentage of sites including a multi-jurisdictional task force.</p> <p>Percentage of sites that have a prosecutor dedicated to trying firearms cases.</p> <p>Percentage of sites using 3 or more community policing activities.</p> <p>Number of drug arrests.</p>	<p>Number of homicides per site.</p> <p>Number of homicides per site.</p> <p>Agencies involved in multi-jurisdictional task force operations.</p> <p>Identification of site's coordination of activities with a prosecutor.</p> <p>Identification of foot/bike patrols, substations, crime watch, and participation in community meetings.</p> <p>Number of drug arrests per site.</p>
Strengthen community capacity to increase the quality of life.	Number of faith-based partnerships.	Number of faith-based grantees, sub-grantees, and representatives on the site Steering Committee.
Promote long-term community health and resilience.	<p>Number of sites that found other sources of funding.</p> <p>Number of sites that conducted a local evaluation.</p>	<p>Types and amounts of leveraged resources and in-kind contributions.</p> <p>Methods to be used for reporting, monitoring, and assessing the local Weed and Seed strategy.</p>

How to Apply

Grants Management System Instructions: Except for grants under the COPS Office, applications must be submitted through the online Grants Management System (GMS). We suggest that you begin the process early, especially if this is the first time you have used the system. Each application requires a separate GMS registration. To learn how to begin the online application process, go to <http://www.ojp.gov/fundopps.htm> and refer to the **GMS Application Procedures Handbook**; a step-by-step guide for applying online. For additional information, please call the GMS Help Desk at **1-888-549-9901**.

The *Training and Supplemental Materials for 2006 Weed and Seed Continuation Funding Applicants* at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html contains additional step-by-step guidance on using the Grants Management System.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.595, titled “Community Capacity Development Office.”

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form 424: Completion of the Overview information in GMS provides the information required to populate the SF-424, Application for Federal Assistance. Applicants must ensure that all data fields are filled. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form. Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Budget and Budget Narrative (Attachment 1): Applicants must provide a budget that is allowable and reasonable. Applicants must submit a budget worksheet and budget narrative in one file. The OMB-approved Budget Detail Worksheet may be used as a guide to assist in the preparation of the budget and budget narrative. The Budget Detail Worksheet form is available at <http://www.ojp.usdoj.gov/forms.htm>.

The *Training and Supplemental Materials for 2006 Weed and Seed Continuation Funding Applicants* at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html contains CCDO-specific guidance for preparing the Weed and Seed budget and budget narrative.

Program Narrative (Attachment 2): The program narrative must respond to the requirements of this solicitation and sections 1-7 of the Selection Criteria in the order given. The *Training and Supplemental Materials for 2006 Weed and Seed Continuation Funding Applicants* at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html contains examples for each section of the program narrative.

Other Program Attachments (Attachment 3):

- Site Summary (See the *Training and Supplemental Materials for 2006 Weed and Seed Continuation Funding Applicants* at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html for the required format.)
- National Directory Update (See the *Training and Supplemental Materials for 2006 Weed and Seed Continuation Funding Applicants* at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html for the required information.)

Other Required Documentation: Applicants may upload any of the following documents as additional attachments in GMS, if they are available in an electronic format that displays signatures (where required). Otherwise, they must be faxed to the GMS RightFax line at 202-354-4147. ***The GMS-assigned application number must be listed on the fax cover sheet and subsequent pages of the fax.***

- Signed U.S. Attorney Letter of Commitment
- Completed Government Performance and Results Act (GPRA) Forms (Rev. 2.6, dated March 3, 2006).
- A map depicting the street boundaries of the designated area(s) (no larger than 8 ½ inch x 11 inch paper size); a description in words of the street boundaries of the site; and a list of the Census Tract(s) of the designated Weed and Seed area(s).
- Completed/Signed Accounting System and Financial Capability Questionnaire, if applicable. ***This form is required of all new non-profit organization applicants that have no prior grants with any offices/bureaus within the Office of Justice Programs.*** (download form from www.ojp.usdoj.gov/forms.htm)
- Signed Confidential Funds Certification, if applicable (see sample in the OJP Financial Guide, Chapter 8: Confidential Funds, at www.ojp.usdoj.gov/FinGuide/part3chap8.htm).

Selection Criteria

1. Statement of the Problem

Provide a summary describing the drug and violent crime problems currently affecting the designated site and emerging problems or significant changes in the level of a specific problem, such as gang activity, re-entry of ex-offenders into the community, firearms usage, burglaries, motor vehicle thefts, etc. ALL claims must be substantiated with current statistical data. Also briefly describe the current resource needs and service gaps. Reference the site's OR for specifics and update the statistics where applicable. Statistical data should not be more than 2 years old.

2. Program Design

This section outlines the scope of work for the next 12 months. Identify what cycle or year this scope of work will encompass (e.g., year 3 of the 5-year cycle), and based upon the analysis provided in the "Statement of the Problem," provide the following information in a separate chart for each of the four Weed and Seed strategy components:

Summary of each component's overall Strategy: Using no more than three sentences, state the overall strategy for the component.

Goal(s): Taken from your original Official Recognition Strategy (OR) or revisions thereto. What is the status of this goal? Specify the stage the site is in for achieving/completing this goal.

Objective(s): Taken from your original OR or revisions thereto. What is the status of this objective? Specify the stage the site is in for achieving/completing this objective.

Activity/Task/Project(s): What specifically will be conducted during Year X (enter the year your site is in relative to the 5 year cycle) to achieve said objective. Identify efforts underway and any new efforts or programs, including both Weed and Seed-funded and non-Weed and Seed-funded efforts, which will respond to the issue. Emphasis should be placed on activities that represent collaborative efforts among various federally and non-federally funded programs, especially any jointly funded programs, whether or not they are funded under the Weed and Seed Program.

Implementation Plan: When will this activity/task/project begin, and what is the anticipated completion date of this activity/task/project? Name responsible/implementing party for the activity/task/project.

Outcome Measure(s): What standard of measurement will be utilized to assess the progress toward this goal or objective based upon the activity/task/project conducted during this 12-month period? Focus on the **results** ("outcomes") you intend to achieve and how those results will be measured.

Funding Support: Identify the source(s) of funding to support the activities including non-Weed and Seed funds. Also, identify the section in the budget detail that reflects the Weed and Seed funds allocated in support of the activities.

3. **Special Initiatives**

Special Emphasis Narrative: Describe the issues facing the community to support the selection of a particular special emphasis area. The discussion must be supported with data to substantiate claims. For a special emphasis area that is being continued from one year to the next, the narrative must also include the following: a) Identify the project(s) being supported with Weed and Seed funds; b) Summarize the accomplishments of project(s); c) State the number of years each project has been supported with Weed and Seed funds; d) Identify the percentage of Weed and Seed funds contributed to the sustainment of each project implemented in this area; and e) Identify non-Weed and Seed contributors and the percentage of their contribution to the project.

4. **Management and Organizational Capabilities**

The discussion must include the following: a) A brief statement defining the role and responsibility of the fiscal agency; b) A brief statement defining the role and responsibility of the Steering Committee; c) An organizational chart that includes reporting sequence for site coordinator; and d) Description of the process by which a program is chosen to be funded, and how decisions are ratified by the Steering Committee.

5. **Coordination**

The Federal Role: Provide a brief narrative describing the activities the U.S. Attorney's Office and other Federal agencies will lead or participate in.

Collaborations: List and describe the strategy's current collaborations among agencies, organizations, residents, and non-profits, including the membership of the

Steering Committee and other stakeholders. ***The discussion should include whether or not the designated area falls within a Federal, state, or local Empowerment Zone (EZ), Enterprise Community (EC), Renewal Community, Hope VI (HUD), or Brownfields (EPA) area. Additionally, if applicable, please discuss specific coordination with Project Safe Neighborhoods (DOJ), Drug-Free Communities (SAMHSA), and the State Department of Corrections and/or Juvenile Justice Agency in the implementation of the Prisoner Reentry Initiative (PRI) funded in your state.*** The summary should include the name of participating agencies/entities, name of agency representative, activities conducted by the agency that contribute to the achievement of Weed and Seed goals and objectives, funding contribution, and in-kind resources. Also, provide a list clearly identifying each member of the Steering Committee and their contribution to furthering the goals and objectives of the Weed and Seed strategy.

6. Evaluation

Describe methods to be used for reporting, monitoring, and assessing the strategy. Focus on the **results** (“outcomes”) you intend to achieve and how the achievement of each result will be measured.

7. Sustainability

There is no guarantee of continuation funding. Therefore, applicants are required to include a statement describing in detail their capacity to continue the strategy after Weed and Seed funds are no longer available. ***In addition, Weed and Seed funding applicants are required to identify other funding sources at a level five times the CCDO core funding contribution. By the end of the 5-year funding eligibility period, leveraged funding should equal or exceed \$875,000 (\$175,000 x 5).***

8. Budget

Provide a budget that is allowable and reasonable (see Attachment 1).

9. Other Program Requirements

Provide Other Program Attachments (see Attachment 3) and the Other Required Documentation as outlined above.

Review Process

FY 2006 CCDO funding decisions for Continuation sites will be based on a consideration of the cycle of awards made to the site (a site will receive only one award per fiscal year), the site’s unobligated balances of CCDO funds from prior awards, compliance with the requirements and conditions of this solicitation, past performance, past awards, and all OJP reporting requirements (including GPRA reporting every year, even if a Continuation site is not submitting a funding application in a given year).

Additional Requirements

Successful applicants must agree to comply with the following additional requirements prior to receiving grant funding. Detailed information for each can be found at www.ojp.usdoj.gov/otherrequirements.htm. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application.

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding